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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Economy Actions within the Office of Training --
Fourth Quarter Fiscal Year 1964

1. As in previous memoranda on this subject I am unable to report any sweeping economies in the face of ever-increasing Agency demands for training services. Enrollments for the fourth quarter of fiscal year 1963 reflect 2,775 students participated in OTR programs as compared to 3,394 students for the comparable period in 1964. This is a 22% increase in student enrollment. This increase in activity is also illustrated in the cases handled by our Covert Training Staff. In the fourth quarter of 1963 they handled 55 projects involving 98 students and in this quarter of 1964 received 63 projects involving 154 trainees. This is a 14% increase in projects and a 57% increase in trainees.

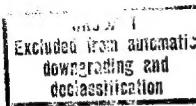
2. Such new activities as the extra offerings of Project USEFUL, the Midcareer Course, the new Travel Procedures Course, a Covert [redacted] Course and a Special Program in Science and Technology for FE Division have accounted, in part, for the increase in student activity reflected above.

3. On the other hand, staff increases have been exceedingly small. Our on-duty strength as of 31 May 1963 was [redacted] in comparison with a total of [redacted] as of the same date in 1964. Our personnel ceiling on this date was [redacted] in 1963 as compared to [redacted] in 1964, a [redacted] percent increase in on-duty strength and a [redacted] percent increase in ceiling.

4. However, we did make a serious effort to effect important economies as opportunities became apparent. For example, this office took the following actions in the fourth quarter of fiscal year 1964:

A. Returned to the Office of Logistics for reissue \$18,000 worth of safe storage equipment. This was the result of an aggressive records retirement program in this office.

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B. Eliminated the requirement for one QP vehicle for Covert Training at an estimated saving to the Agency of \$2,000 for an immediate replacement.

C. Reconstructed the Midcareer Course to reduce the time allocated to The Brookings Institution at an estimated annual savings, in fiscal year 1965, of approximately \$7,500.

D. Instituted tighter controls on the requisition of publications with an estimated annual savings of approximately \$8,000.

E. Utilized staff personnel, in lieu of an outside contractor, to edit one film and to add the English commentary on a series of four other films on Soviet Economics at an estimated saving of \$2,500.

F. Reduced telephone instruments and related equipment at an estimated monthly saving of \$150.

G. Substituted [] training site for the [] site normally used for [] ining at an estimated savings of approximately \$6,000 per course. It is true that the decision to go [] was prompted by political conditions prevailing [] at the time but the saving is, non the less, real.

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MATTHEW BAIRD
Director of Training

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